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4 March 1968

MEMORANDUM FOR: Chief, Support Services Staff

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THROUGH : [ ] Deputy Chief, Support Services Staff

SUBJECT : Microform Developments within CIA

1. In reply to your inquiry about developments of interest in the attached UNIB memo concerning coordination-proposed changes in the CODIB Photo Chip Report, I find:

a. No action is required of you as Chief, SSS; as HDS Information Processing Coordinator; or as HDS Representative to CODIB.

b. Your increasing responsibilities and the rapid growth of COMINEX and CODIB suggest to me that your SSS goals and IPC knowledge will be better served by a visit by you to the new COMINEX Staff. From what I see of COMINEX, but I may be misinterpreting their activities, I feel SSS and IPC should be briefed on the COMINEX objectives and progress.

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c. My reviews of the past several Agencies convince me CODIB discussions deal with and will influence "Agency Records Systems." [ ] and I discussed this and he attended the last CODIB meeting as a guest. (Agency-attended.) He concluded that both you and I should have been there and feels we will agree when we read the minutes of that meeting. Although too many man-hours are consumed by total attendance of CODIB meetings I am inclined to suggest some kind of increased coverage of their activities. Because of his personal contacts in the CODIB environment I am considering asking [ ] to maintain a closer observation of their proceedings and to keep me posted on their Records-related developments.

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d. In the field of microminiaturization, I specifically asked [ ] to study the Photo Chip Report which is the subject of the attached memo. [ ] no action was required and indicated a few points of interest to me. I have stressed to the entire Staff here [ ] the need for our developing a microfilming expertise. So far I have had no serious progress or indications that anyone on the Staff is willing or interested in developing a specialty in that direction.

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If I get no positive help soon I will have to locate a talent outside because the microform product, equipment, and procedures are a definite part of records keeping, both manual and automated. It will be a major function in the very near future in all phases of the Records Program (i.e. forms, correspondence, reports, equipment, systems, vital records, and records retention and disposition.)

2. The Agency Records Officer has always been on the CODIB mailing list and I feel that we should continue to be. If you will give us some guidance and specifics as to your relationship and interest in CODIB perhaps we can be of greater assistance to you.

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Chief

Records Administration Branch

Attachments:

Agenda (Minutes)  
Photo Chip Report

Distribution:

Orig - addressee  
1 - RAB File  
1 - USIB File ✓  
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Approved For Release 2008/03/05 : CIA-RDP73-00402R000100270001-4

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